

DUTY STATEMENT		
CLASSIFICATION: Energy Analyst	POSITION NUMBER: 710-5837-001	CBID: R01
WORKING TITLE: Assistant Project Manager	DIVISION: Siting, Transmission and Environmental Protection	
DATE PREPARED: April 8,2009	OFFICE: Siting/Compliance	
KEY: (E) IS AN ESSENTIAL AND (M) IS A MARGINAL FUNCTION		

POSITION DESCRIPTION: Under the direct supervision of the Siting Program Unit Senior, the incumbent will function as an assistant to the project manager on the day-to-day management of less complex or non-controversial energy facility (e.g., electric power plants and transmission lines) siting projects and major Commission programs.

WORKING CONDITIONS: The work is performed in an indoor office and/or meeting room settings involving sitting, standing, and/or walking. Travel is occasionally required to participate in workshops and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may also be required.

DUTIES AND RESPONSIBILITIES: While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Commission software such as word processing, electronic mail and Internet; and participate in and lead meetings with other staff and other agencies. The incumbent will:

- 35% Assist the project manager to plan, organize, and direct the work of an interdisciplinary environmental and engineering staff team engaged in the review of less complex and non-controversial energy facility siting applications and major commission programs. (E)
- 20% Assist with preparing reports to apprise management and outside parties on a wide range of environmental and engineering concerns associated with power plant and energy development throughout the state. (E)
- 20% Assist with providing administrative and statistical support for power plant construction and operations. (E)
- 10% Interact with Division and Commission staff, local and regional government staff/decision makers, federal agency representatives, other state agencies and consultants/experts. (M)

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10% Assist with organizing and conducting workshops and meetings among staff and between staff, and other governmental agencies, private organizations, utilities and the public. (M)

5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES			
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION			
Vacant Employee	Date	Robert Worl Supervisor	Date

